

20 FEB 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending
16 February 1973

1. Recruitment--Referral of Clericals: Chief, Recruitment Division has been contacted by the Staff Civilian Personnel Division, Office of the Chief of Staff, Department of the Army, regarding a sweeping reorganization of the Department and an impending major Reduction-In-Force. They are establishing an "out-placement" service for those being Riffed and asked us if we would make our vacancy notices available to them. We explained to them that we were doing very little hiring at the professional level but would welcome referrals of Clerk-Typists at grades GS-3/4 and Clerk-Stenos at grades GS-4/5. We gave them the address of our Washington Area Recruiting Office and invited them to refer candidates to that office.

25X1A 2. Recruitment--Commo Techs: Last week we began an experiment
25X1A in cooperation with the Office of Communications involving two [REDACTED] recruiters who are particularly effective in recruiting Communication Technicians/Radio.

[REDACTED]
(both former Communicators) have been equipped with cassette tapes of

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of CW messages at various speeds. Their offices are now equipped with appropriate cassette recorder equipment and they will be able to test CT/R candidates at the time of interview and eliminate those candidates who claim but fail to prove their CW capability. If this experiment proves successful, all recruiting offices will be so equipped.

3. Upward Mobility: Recruitment for our annual Upward Mobility Program has started and eight applications have been received to date. UMP is the program wherein 10 to 12 underqualified high school graduates from culturally deprived areas of Washington and Northern Virginia are hired each summer and provided with training to bring them up to acceptable standards for assignment to clerical positions.

4. Cooperative Education: The FY 1972 report on Federal Employment of Cooperative Education Students was just published by the Civil Service Commission. The number of agencies employing co-ops increased from 24 to 32. While our figures are not given, we ranked eleventh in terms of the number of students.

5. Position Management:

a. A discussion has been held with the Career Management Officer of the Technical Services Division to discuss proposed organizational and position changes for the Headquarters element and the procedures to be followed in conducting a survey tentatively scheduled for 27 February 1973.

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b. Most of the desk audits of OTR [REDACTED] positions have been completed. A final survey report for OTR Headquarters positions has been completed and will be submitted shortly to OTR officials for their review.

6. SP Skills Development Program: Notices concerning the 28 February meeting have been sent out to those selected to attend this lecture and seminar on retirement. Participants will be those who were not able to attend the last session.

7. Retirement Briefing: At the request of an FE Project Case Officer, approximately thirty contract employees of Project [REDACTED] were given a general briefing on 15 February 1973 on retirement matters by [REDACTED] of our Retirement Affairs Division.

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[REDACTED]
f Harry B. Fisher
Director of Personnel

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